

Project Name: Enterprise On-line Licensing System

OCIO Project #: 4265-8

Department: CDPH

Revision Date: 6/30/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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Status of Assigned Issues

Status Report

Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	Yes	The project decided to add additional procurement steps; such as an RFI and DTS Bidders Conference to aid in the development of the RFP and mitigate potential project risks	The project is currently assessing the impact to the approved SPR schedule	Assess impact to schedule and receive approval from appropriate stakeholders
6. Were any tasks or milestones removed?	No			

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7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	Yes	The Executive Sponsor is leaving the department	Will impact project governance structure	Identify an interim executive sponsor until the position is filled

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	Assess impact to schedule and receive approval from appropriate stakeholders
2. Do any key milestones or deliverables need to be rescheduled?	Yes	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	Assess impact to schedule and receive approval from appropriate stakeholders
3. Is there any unplanned work that needs to be done?	Yes	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	Assess impact to schedule and receive approval from appropriate stakeholders
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	Yes	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	Assess impact to schedule and receive approval from appropriate stakeholders
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	Assess impact to schedule and receive approval from appropriate stakeholders
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

1. Project Management Deliverables drafted and are under review (Project Charter, Project Work Plan, Project WBS, PMP DED, PMSR DED)
2. Procurement Deliverables drafted and are under review (Procurement Work Plan, Procurement Strategy DED, Requirement Specification DED, and Request for Information DED)
3. Requirements Workshops started

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Procurement Planning (RFP Development & Release)	8/1/09	TBD	In Progress	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	
Vendor Procurement and Selection (through SPR Approval and DD&I Contract Approval)	8/23/10	TBD	Not Started	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	
System Implementation- Radiation Safety and Food and Drug	9/30/11	TBD	Not Started	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	

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System Implementation - Drinking Water and Medical Wast	5/4/12	TBD	Not Started	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	
Post Implementation	10/1/14	TBD	Not Started	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			Please note the addition of procurement steps may impact the schedule. The project is currently assessing the impact and will report their findings in the next reporting period.
Milestones	X			Please note the addition of procurement steps may impact the schedule. The project is currently assessing the impact and will report their findings in the next reporting period.
Deliverables	X			Please note the addition of procurement steps may impact the schedule. The project is currently assessing the impact and will report their findings in the next reporting period.
Resources	X			
One-time Cost	X			
Continuing Cost	X			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Procurement Planning (RFP Development & Release)	8/1/09	TBD	In Progress	The project is currently assessing the impact of the additional procurement steps to the approved SPR schedule	
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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* Priority of schedule, scope, budget, and quality from Final Rankings

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			Please note the addition of procurement steps may impact the schedule. The project is currently assessing the impact
Milestones	X			Please note the addition of procurement steps may impact the schedule. The project is currently assessing the impact
Deliverables	X			Please note the addition of procurement steps may impact the schedule. The project is currently assessing the impact
Resources	X			
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	High customer participation in project
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	CDPH conducted market survey and identified commercial vendors with licensing software packages available.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	Per current schedule. Project is currently assessing impact of additional procurement steps on approved SPR schedule.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	Per budget worksheet.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	1 Yellow	Per Risk Log. Risks are being mitigated.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	Per Issue Log.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	1 Yellow	Steering Committee engaged; however, executive sponsor is leaving the department
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	Project aligns with CDPH Strategic Plan
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	EOL is a strong value to participating programs
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	CDPH conducted market survey and identified commercial vendors with licensing software packages available.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	Per current schedule. Project is currently assessing impact of additional procurement steps on approved SPR schedule.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	Per current schedule. Project is currently assessing impact of additional procurement steps on approved SPR schedule.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	Per current schedule.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	Per staff workload.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	Teams are being developed are are being effective
	Moderately Effective	1			
	Ineffective	2			
Total			2	G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

CDPH conducted market survey and identified commercial vendors with licensing software packages available.